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ORGANIZATION AND FUNCTIONS OF MEDICAL OFFICE CAREER SERVICE BOARD

Preliminary:

Each Career Employee will be assigned a career designation by the Assistant Director for Personnel at the time he enters on duty. (Career designation for Medical Office is CD - ME.)

Members:

1. Chief, Medical Staff (ex-officio).
2. Three or more Division Chiefs or individuals of comparable responsibility.
3. Secretariat (non-voting) - Administrative or Personnel Officer.

Responsibilities:

1. Advising C/MS on all matters affecting Medical Office personnel.
2. Executing relevant decisions of CIA Career Service Board and making recommendations to the Board for improvement of Career Service Program.
3. Sponsoring and developing Career Service Program for Medical Office and reporting periodically to CIA Career Service Board.
4. Reviewing Personnel Evaluation Reports and proposed plans for utilization and development of career employees including training, assignment, rotation, and advancement.
5. Recommending cancellation or continuation of proposed actions affecting the utilization and development of career employees.
6. Establishing system of rotation and implementing this system within the Medical Office and also establishing rotation system of Medical Office employees to other parts of the Agency.
7. Reviewing continuously conditions of service and recommending to CIA Career Service Board conditions and benefits that can strengthen morale.
8. Reviewing personnel intake of Medical Office with view to ensuring acquisition of persons with long-range potentiality.
9. Supervising supporting groups within Medical Office for handling specialized functions concerning Career Service Program.

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